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Multiple worksites less than 500m apart in a Local Possession Authority

This information has been prepared to inform Qualified Workers about the requirements of protecting multiple worksites less than 500m apart in a Local Possession Authority (LPA).

When multiple worksites are working less than 500m apart in an LPA, they must be managed as a single worksite in accordance to *NWT 302 Local Possession Authority* and *NPR 700 Using a Local Possession Authority*.

In a congested LPA, this can be extremely difficult for a single Protection Officer to manage effectively. Therefore, the instructions to establish Coordinated Worksites have been published on RailSafe to assist Qualified Workers in an LPA.

Managed as a single worksite

When worksites are less than 500m apart in an LPA, they are to be managed as a single worksite with a single Protection Officer.

One or more work activities may be conducted inside a single worksite.

Railway track signal protection is placed 500m from the limits of the single worksite.

See Figure 2.

Coordinated Worksite

A Coordinated Worksite consists of multiple individual worksites that are less than 500m apart and separated using approved Worksite Delineation Markers.

Each individual worksite has a Protection Officer responsible for protecting the work activities in that worksite. Protection Officers must comply with the Coordinating Protection Officer's instructions.

Railway track signal protection is placed 500m from the outermost worksites of the Coordinated Worksite.

See Figure 3.

Coordinating Protection Officer

The Coordinating Protection Officer is a role nominated to manage the Coordinated Worksite through the individual Protection Officers.

A Coordinating Protection Officer is responsible for:

- managing changes to protection arrangements for the Coordinated Worksite
- rail traffic movements into and within the Coordinated Worksite

The Coordinating Protection Officer manages changes to protection arrangements by:

- conferring with the Possession Protection Officer, and
- establishing new protection arrangements for the Coordinated Worksite, or
- making sure that the worksites are protected in accordance to *NWT 302 Local Possession Authority* and *NPR 700 Using a Local Possession Authority*.

Coordinating Protection Officers must also comply with the Possession Protection Officer's instructions

See Figure 4.

Worksite Delineation Markers

Only approved Worksite Delineation Markers may be placed midway between worksites in a Coordinated Worksite.

Worksite Delineation Markers must be:

- attached to the rail, or
- in the "4 foot" on a dedicated stand.

Worksite Delineation Markers must have the Protection Officer's contact details placed on the side facing entry into their worksite.



See online for all
Safeworking information

www.railsafe.org.au

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Multiple worksites protected in a Local Possession Authority

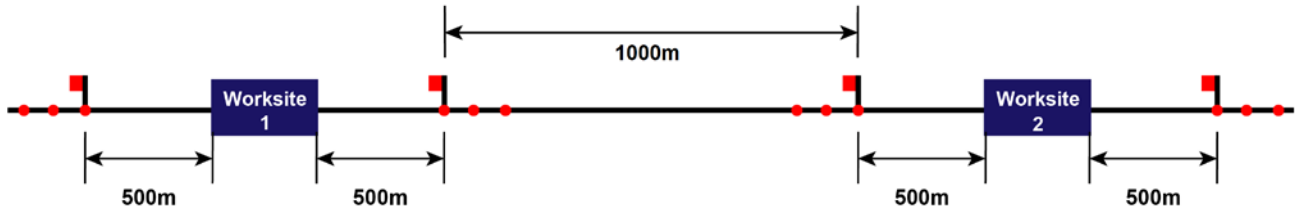


Figure 1. Protecting worksites individually in a Local Possession Authority

Multiple worksites managed as a single worksite

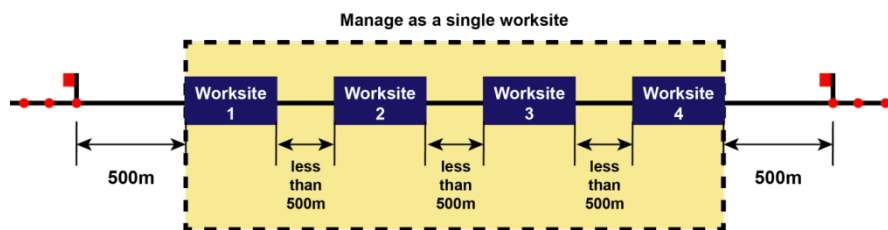


Figure 2. Worksites less than 500m apart managed as a single worksite with a Protection Officer

Multiple worksites established as a Coordinated Worksite

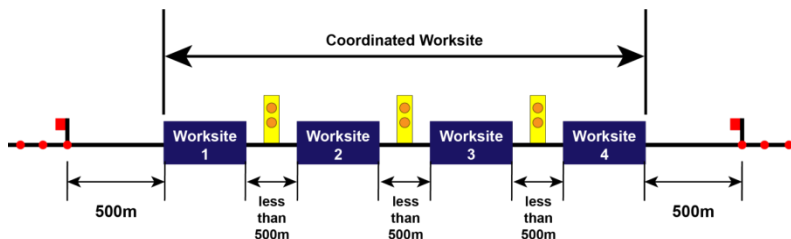


Figure 3. Example of worksites less than 500m apart established as a Coordinated Worksite using approved Worksite Delineation Markers

Roles in a Coordinated Worksite

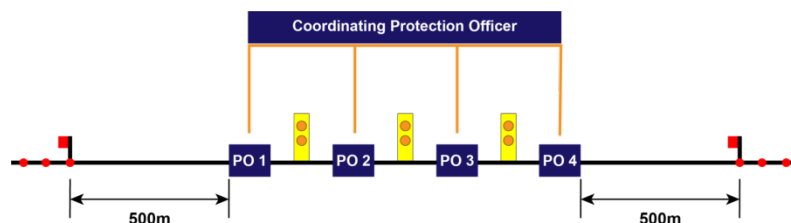


Figure 4. Example of roles in a Coordinated Worksite

SAFE Notice 2018 014

Permanent

PROTECTING WORKSITES LESS THAN 500 METRES APART IN A LOCAL POSSESSION AUTHORITY (LPA)

From Tuesday, 25 September 2018 until Sunday, 24 March 2019, this Permanent Safe Notice cancels and replaces Permanent Safe Notice 005 – 2018.

Protecting worksites less than 500 metres apart in a Local Possession Authority (LPA)

In exception to *NWT 302 Local Possession Authority* and *NPR 700 Using a Local Possession Authority*, a Coordinated Worksite may be established if worksites are less than 500 metres apart and cannot be effectively managed as a single worksite by a Protection Officer.

Coordinated Worksites must have:

- a nominated Coordinating Protection Officer to manage the Coordinated Worksite, and
- approved Worksite Delineation Markers placed midway between worksites, and
- Railway Track Signal protection placed 500 metres from the outermost worksites.

Railway Track Signal protection between the worksites will not be required in a Coordinated Worksite

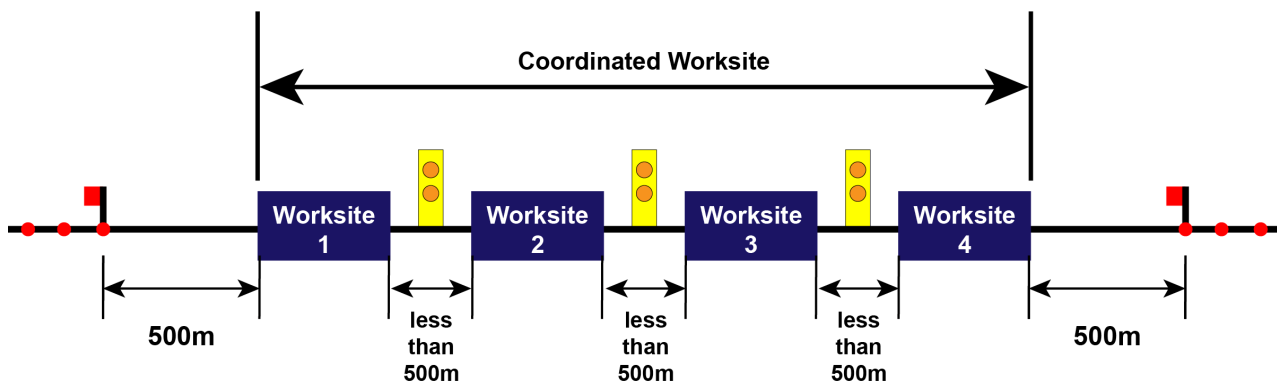


Figure 1 Example of worksites less 500 metres apart established as a Coordinated Worksite in an LPA

If practicable, the establishment of a Coordinated Worksite must be planned and the details recorded in permanent form.

If a Coordinated Worksite cannot be established as planned, or protection arrangements have changed, the Coordinating Protection Officer and Possession Protection Officer must confer to:

- establish new protection arrangements for the Coordinated Worksite, or
- make sure worksites are protected in accordance to *NWT 302 Local Possession Authority* and *NPR 700 Using Local Possession Authority*

The Coordinating Protection Officer must comply with the Possession Protection Officer's instructions and be able to safely and effectively manage the protection arrangements of the Coordinated Worksite.

Worksites in the Coordinated Worksite

Where worksites are planned to be less than 500 metres apart:

- Each worksite must have a Protection Officer that is able to safely and effectively manage the worksite protection arrangements.
- Each Protection Officer must comply with the Coordinating Protection Officer's instructions
- An approved Worksite Delineation Marker must be placed midway between worksites

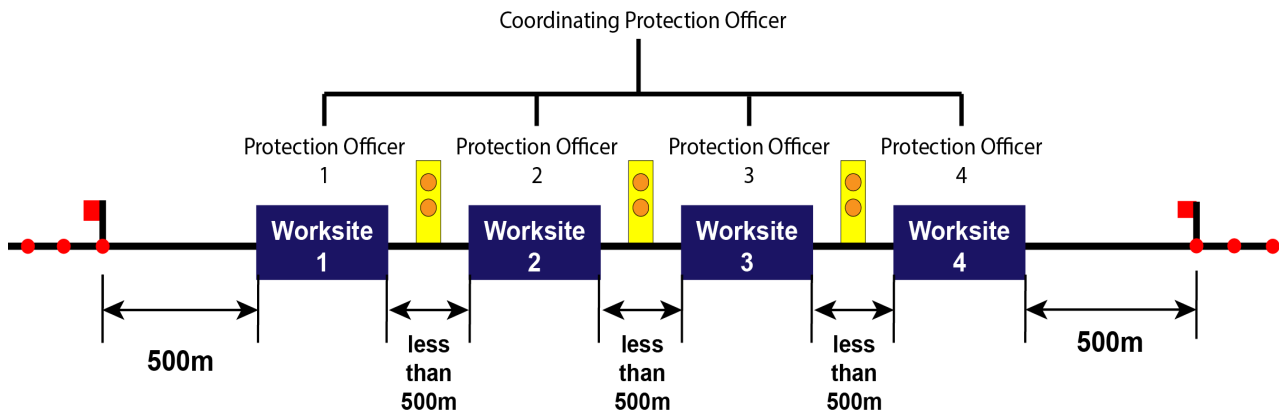


Figure 2 Example of roles in a Coordinated Worksites

When a Protection Officer tells the Coordinating Protection Officer that work is complete, the Coordinating Protection Officer must confer with the Possession Protection Officer about the changes, and as required arrange for:

- the removal or replacement of Worksite Delineation Markers
- the replacement of Railway Track Signal protection at 500 metres from the outermost worksites
- worksites to be protected in accordance to *NWT 302 Local Possession Authority* and *NPR 700 Using Local Possession Authority*

Approved Worksite Delineation Markers

An approved Worksite Delineation Marker must be placed midway between worksites in a Coordinated Worksite either attached to the rail or on a dedicated stand in the "4 foot".

Protection Officers must place their contact details on the approved Worksite Delineation Markers facing entry into the worksite.



Figure 3 Approved Worksite Delineation Markers

Rail traffic movements

The Coordinating Protection Officer is responsible for managing rail traffic movements into and within the limits of a Coordinated Worksite.

SYDNEY, 13 SEPTEMBER 2018

DIRECTOR SAFETY AND STANDARDS SYDNEY TRAINS

Returned to Controlling Manager: Date: Signed:



(Cut along this line and forward the detached receipt to your Controlling Manager)

To Controlling Manager:

Received SAFE Notice No. 014 – 2018 Date: Signed:

Name (print): Location:

(Controlling Manager to retain this Acknowledgment of Receipt of the SAFE Notice for record purposes for 90 days.)



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- Protection Methodology of Zone 4
- Method of delineation btw zone 1/2/3